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Ontario Department of Education

INSTRUCTIONS

TO

SCHOOL INSPECTORS

Apportionment of the Legislative Grants
among the Public and Separate
Schools of the Districts

TORONTO

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Instructions to School Inspectors.

APPORTIONMENT OF THE LEGISLATIVE GRANTS AMONG THE PUBLIC AND SEPARATE SCHOOLS OF THE DISTRICTS.

APPLICATION AND CONTINGENCY OF GRANTS.

1. The Legislative grants for the Public and Separate schools of the Provincial Judicial Districts are apportioned for the calendar year in accordance with the provisions of *The Department of Education Act* and the following regulations, and the grants so apportioned shall be applied to such school purposes as the boards may deem most expedient. If, however, in any year the amounts voted by the Legislature for the above services are insufficient to pay in full the grants as defined in Nos. 4, 5, 6, and 20 for Urban and Nos. 9, 10, 11 and 12 for Rural Schools and No. 19 for both Urban and Rural Schools of the Regulations herein contained, the Minister may make a *pro rata* reduction.

URBAN SCHOOLS.

GENERAL GRANT.

2. The general Legislative grant for Urban Public and Separate Schools is divided by the Department of Education amongst the several cities, towns, and villages, first, according to the population of each as compared with the population of all the other urban municipalities in the Province, and, secondly, between the Public and Separate Schools in each city, town, and village according to the average number of pupils who attended such schools respectively during the next preceding calendar year.

SPECIAL GRANTS ON CERTIFICATES.

3. The special legislative grant for Urban Public and Separate Schools is divided first by the Department of Education between the Urban Public and Separate Schools of the Province on the basis of average attendance computed as in 2 above and the sum so apportioned to the Urban Public and Separate Schools respectively in the several cities, towns, and villages is then divided among said schools on the basis of the grade of the teachers' certificates and the length of their successful experience in accordance with the following Regulations.

IN MUNICIPALITIES WITH A POPULATION OF 1,500 OR OVER.

4. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the Grant shall be—

- | | |
|---|---------|
| (a) For a Provincial Permanent First Class Certificate | \$40.00 |
| (b) For a Provincial Permanent Second Class Certificate | \$30.00 |

(2) If said experience shall have been less than five years on the same date, the Grant shall be—

- | | |
|--|---------|
| (a) For a Provincial First Class Permanent or Interim Certificate | \$30.00 |
| (b) For a Provincial Second Class Permanent or Interim Certificate | \$25.00 |

(3) For a permanent or an Ordinary Third Class Certificate or a First Class County Board Certificate the Grant shall be

	\$20.00
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(4) For a District Certificate the Grant shall be

	\$15.00
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IN OTHER URBAN MUNICIPALITIES.

5. (1) If the teacher's total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next, the Grant shall be—

- | | |
|---|---------|
| (a) For a Provincial Permanent First Class Certificate | \$50.00 |
| (b) For a Provincial Permanent Second Class Certificate | \$37.50 |

(2) If the said experience shall have been less than five years on the same date, the Grant shall be—

- | | |
|--|---------|
| (a) For a Provincial First Class Permanent or Interim Certificate | \$37.50 |
| (b) For a Provincial Second Class Permanent or Interim Certificate | \$31.25 |

(3) For a permanent or an ordinary Third Class Certificate or a First Class County Board Certificate the Grant shall be

	\$25.00
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(4) For a District Certificate the Grant shall be

	\$18.75
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Full and Partial Payments.

6. (1) (a) For a teacher employed in a Public or Separate school the full school day for the whole school year, the full grant will be paid as apportioned above.

(b) A proportionate amount of the grant will be allowed if the teacher with the certificate has taught in a Public or Separate school the full school day for less than the whole school year but for at least one term,* or has taught the whole school year for less than the whole school day but for at least half a school day. In his report the Inspector shall indicate this by inserting in the proper column the numeral I in the first case and the numeral II in the second. If during the school year the services

* For definition of "term" see sec. 7 (1) *Public Schools Act*.

of a teacher are dispensed with and those of another are substituted therefor, the Inspector shall base the grant proportionately on the periods of service rendered by such teachers respectively in accordance with the grade of certificate, and the length of experience of each, provided that they collectively have taught for at least one term.

(2) (a) Teachers employed for their whole time in Continuation schools* shall not be included.

(b) The grant for a teacher who is a member of the staffs of both a Continuation school and a Public or Separate school shall be computed as provided in 6 (b) above.

Inspector's Duties.

7. (1) The Inspectors shall fill in the schedules supplied by the Department and shall base their returns on the school year.

(2) Where there are more municipalities than one, the Inspector shall report them separately, placing together in each municipality the teachers' certificates of the same grade. He shall also in all cases arrange the grades in the order of the Regulations 4 and 5.

(3) The Inspectors shall include in their returns only teachers who hold certificates recognized in 4 and 5 above and who are actually employed in the Public or Separate schools as teachers of the subjects which said certificates qualify them to teach.

(4) The Inspector shall duly certify to the competency of each teacher in the school for which the grant is claimed.

RURAL SCHOOLS.

GENERAL GRANT.

8. The general Legislative grant for Rural Public and Separate Schools is divided first by the Department of Education between the Rural Public and Separate Schools of the Province on the basis of average attendance, and the sum so apportioned to the Rural Public and Separate Schools respectively is then apportioned amongst said schools as fixed grants, and on the basis of salaries, certificates and equipment and accommodations in accordance with the following Regulations, subject to the provision that the equalized assessed value of each school section is to be used as the basis for computing the Legislative grants which each school is entitled to receive in respect of fixed grants and on salaries, and that for such computation—

(1) The lands of the supporters of each Separate School shall be counted as a section;

* The term "Continuation School" applies not to the Public or Separate School, but to the particular division or divisions connected therewith in which Continuation School work is taught.

(2) A union section shall be counted as belonging to the township in which the school building is situated (See *Public Schools Act*, sections 26 and 29 (7));

(3) When there are two or more schools in a section, the full section assessment shall be used as the basis in apportioning the grants to each school.

(4) In the case of *unorganized townships*, the section assessment hereinafter referred to shall be computed on the average of the total assessed value of the section for three years next preceding the year of distribution.

(5) If, in any year, the assessment of 1912 is reduced in any case, such reduction shall not be recognized by the Department of Education unless satisfactory reasons are submitted, through the Inspector, for said reduction.

I. FIXED GRANTS.

9. When the section assessment, as defined above, is less than \$20,000, each school shall receive a fixed grant of \$40; when it is at least \$20,000, but less than \$30,000, the fixed grant shall be \$30; when it is at least \$30,000, but less than \$40,000, the fixed grant shall be \$25; and where it is at least \$40,000, but less than \$50,000, the fixed grant shall be \$20; where it is \$50,000 or over, there shall be no fixed grant.

II. GRANTS ON SALARIES.

10. Each school shall receive 40 per cent. of the amounts paid in teachers' salaries during the calendar year, up to a maximum of \$600 salary in the case of each teacher, the computation beginning as follows:

(1) At \$100, where the section assessment, as defined above, is less than \$20,000.

(2) At \$150 for a Principal and \$100 for an assistant where the section assessment, as defined above, is \$20,000 or over.

III. GRANTS ON CERTIFICATES.

11. The following grants shall be paid on the basis of the grades of the teachers' professional certificates and the length of their successful experience, the competency of each such teacher being duly attested by the Inspector of the school for which such grant is claimed:

1. If the teachers' total experience in the schools of the Province of Ontario shall have been at least five years on July 1st next:

- (a) For a Provincial Permanent First Class certificate \$50
- (b) For a Provincial Permanent Second Class certificate \$40

2. If said experience shall have been less than five years on the same date:

- | | |
|--|------|
| (a) For a Provincial First Class Permanent or Interim certificate | \$40 |
| (b) For a Provincial Second Class Permanent or Interim certificate | \$30 |
| (c) For a Professional Third Class (both permanent and limited) or a Provincial Ungraded Permanent certificate | \$25 |
| (d) For a Professional District certificate | \$20 |

Full and Partial Payments.

12. (1) The Inspector shall give in his June return the total *yearly* apportionment to each school (*not including Continuation Schools*) and the amount due to each shall be the sum of the Grants to which it is entitled under the regulations:

(2) (a) The total yearly apportionment to each school which has been in operation for less than the whole school year, but at least one term, shall be a proportionate amount of the grants provided for in I and II above.

(b) A school board which employs a teacher or teachers who possess certificates recognized in III above for at least one term will be paid one-half of the grant and a proportionate increase will be allowed for the additional time such teachers have served during the whole year. If during the school year the services of a teacher are dispensed with and those of another are substituted therefor, the Inspector shall base the grant proportionately on the periods of service rendered by such teachers respectively in accordance with the grade of certificate and the length of experience of each, provided that they collectively have taught for at least one term.

(3) Where the teacher performs all the duties of caretaker, the Inspector in computing the grant on his salary shall deduct from the amount paid him for his services as teacher and caretaker a sum not exceeding \$25.00 in any one case, and where he performs part of the duties a proportionate amount of \$25.00.

IV. GRANTS ON EQUIPMENT AND ACCOMMODATIONS.

13. (1) The grants for the improvement of equipment and accommodations shall be expended by the school boards under the advice of the Inspector; and the improvements, with the items of expenditure, shall be reported to him by the School Boards, before August 1st of the year next following the receipt of the grant.

(2) Where the section assessment is under \$20,000, each school shall receive a grant of \$30; and where it is at least \$20,000 and under \$30,000,

a grant of \$25, said grants to be applied to the improvement of the equipment and accommodations.

(3) (a) Where the section assessment as defined above is \$30,000 or over, a grant will be made by the Minister to each inspectorate at the rate of \$20.00 for each principal, and \$2.50 for each assistant (*not including the teachers of Continuation Schools*) where the school has been in effective operation for at least one term, and the total sum of said grants shall be sub-apportioned by the Inspector concerned amongst his schools with said assessment on the basis of the value of the equipment and the character of the accommodation in accordance with the following scheme:

(b) Each school shall receive 10 per cent. of the value of the approved equipment up to a maximum of \$20 for each principal and \$2.50 additional for an assistant; the items of the equipment on which the valuation is made being those prescribed in No. 3 of the Public and Separate School regulations. The special equipment for Continuation Schools and Fifth Forms on which a Legislative Grant is paid shall not be included.

(c) Each school shall receive a grant on the character of its accommodations, in accordance with the provisions of No. 2 of the Public and Separate School regulations, and in accordance with the scheme set forth below:

Grade.	One teacher.				Two teachers.				Three teachers and over.			
	I.	II.	III.	IV.	I.	II.	III.	IV.	I.	II.	III.	IV.
	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.	\$ c.
Closets	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Water supply	2 00	1 50	1 00	50	2 00	1 50	1 00	50	3 00	2 25	1 50	75
School grounds	4 00	3 00	2 00	1 00	5 00	3 75	2 50	1 25	6 00	4 50	3 00	1 50
School buildings.....	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Class rooms.....	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Halls					2 00	1 50	1 00	50	3 00	2 25	1 50	75
Cap rooms	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Private rooms.....	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Desks.....	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Blackboards	1 00	75	50	25	1 50	1 10	75	40	2 00	1 50	1 00	50
Lighting	2 00	1 50	1 00	50	3 00	2 25	1 50	75	4 00	3 00	2 00	1 00
Heating.....	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
Ventilation	4 00	3 00	2 00	1 00	6 00	4 50	3 00	1 50	8 00	6 00	4 00	2 00
	30 00	22 50	15 00	7 50	45 00	33 70	22 50	11 30	60 00	45 00	30 00	15 00

(d) When the amount of the legislative grant to the inspectorate is insufficient to provide for each school the sums required under the preceding regulations, the Inspector shall make a *pro rata* deduction from the total grant to each school; and where there is a balance over after making the provision for each school as required by the said regulations, he shall make a *pro rata* addition to the total grant to each school.

(e) In order that the Department may apportion the correct amount to each Inspectorate for the grant for equipment and accommodations, each District Inspector shall notify the Minister not later than July 1st of the number of teachers in his Inspectorate reckoned as in (3) above.

(f) A return of the total grant on equipment and accommodations as sub-apportioned by the Inspector to each school shall be made by him to the Department of Education, not later than November 1st, and shall be payable by the Minister not later than December 1st, direct to the School Board.

ASSISTED SCHOOLS.

14. The legislative grant for assisted schools in the districts is apportioned amongst the following two classes: (1) Public and Separate Schools in poor rural districts, and (2) the schools of the residents of lumber, mining, and other settlements.

I. GRANTS FOR MAINTENANCE.

POOR RURAL DISTRICTS.

15. Where in the case of the poor rural districts, a school section has been formed and a Board of Trustees elected as provided by the Act, the Minister may make special grants in accordance with the following conditions:

(1) A building and other suitable accommodation shall have been provided by the Board, the school shall have been open under a teacher with a legal certificate for at least one term, and the yearly report in the prescribed form shall have been sent to the Inspector at the time specified, and certified by him to the Minister as satisfactory.

(2) (a) The assessment is such as to make it impracticable for the Board to raise an amount sufficient to pay the cost of maintaining the school in accordance with the regulations.

(b) The Inspector's report shall also contain a statement, with reasons, as to whether, in his judgment, the assessed value of the section is a reasonable one.

(3) In the case of each school, the Inspector, having regard to the above regulations, shall make a report in the prescribed form setting forth in detail the necessities of the school, the grounds upon which he bases his recommendation, and the purposes for which the assisted school grant is to be expended.

LUMBER, MINING AND OTHER SETTLEMENTS.

16. In the case of the lumber, mining, and other settlements, the Minister may make special grants on the report of the Inspector, who shall set forth in full detail on a form to be obtained from the Department, the necessities of each settlement, the grounds upon which he bases his recommendation, and the purposes for which the assisted grant is to be expended.

II. GRANTS FOR BUILDING PURPOSES

17. (1) In the case of both poor rural districts and the lumbering, mining, and other settlements, the Minister may make special grants for the erection of a new school building or the remodelling of one already erected, on proof by the Inspector, satisfactory to the Minister, that said districts and settlements are unable to bear the whole cost of the work.

(2) The grant for building purposes shall be paid on the certificate of the Inspector, in instalments as the work progresses, or in one sum on the completion of the work, as the Minister may determine.

SPECIAL GRANTS TO PUBLIC AND SEPARATE SCHOOLS

18. The Regulations providing for the special Legislative grants for Fifth Forms, Art, Vocal Music, Manual Training, Household Science, Physical Culture, and Agriculture and Horticulture are given in Nos. 1 to 18 on pages 69 to 79 of the Public and Separate School Regulations. The apportionment of other special Legislative grants to Public and Separate Schools is provided for below.

KINDERGARTENS

19. Special grants to Kindergarten and Kindergarten-Primary Classes are distributed on the basis of the teachers' certificates in accordance with the following Regulations:

(1) If the teacher teaches each day throughout the school year half a day in a Kindergarten or Kindergarten-Primary class, the grant for her certificate shall be that apportioned below; and—

(2) If the teacher teaches also the other half day in a Kindergarten or Kindergarten-Primary Class, the grant for her certificate shall be twice that apportioned below.

IN CITIES WITH A POPULATION OF 150,000 OR OVER

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	\$10.00
Interim Kindergarten-Primary Certificate	8.00
Assistant Kindergarten Certificate	6.00

IN OTHER CITIES

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	\$15.00
Interim Kindergarten-Primary Certificate	12.00
Assistant Kindergarten Certificate	9.00

IN TOWNS

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	\$20.00
Interim Kindergarten-Primary Certificate	16.00
Assistant Kindergarten Certificate	12.00

IN VILLAGES AND RURAL SCHOOL SECTIONS

Kindergarten Director's or Permanent Kindergarten-Primary Certificate	\$30.00
Interim Kindergarten-Primary Certificate	24.00
Assistant Kindergarten Certificate	18.00

URBAN NIGHT SCHOOLS

20. Urban Night Schools that have complied with the provisions of Sec. 11 of the Public and Separate School Regulations therefor shall be entitled to the following proportion of the total salaries of the staffs:

In cities with populations of 150,000 and over, one-sixth; in other cities, one-third; in towns, one-half; and in villages, two-thirds.

RURAL SCHOOL LIBRARIES

21. (1) The special grant in aid of Rural School Libraries will be apportioned amongst the Rural Public and Separate Schools respectively of the whole Province, not including Continuation Schools or Fifth Classes as an additional percentage, on the value of all library books purchased before October 1st in each year, provided no school receives more than \$10.00, and provided no purchase is less than \$10.00. The books shall also have been approved by the Inspector as especially suitable for the pupils' use.

(2) All applications for this grant shall be made by the Trustees through the Inspector, on or before the 15th day of October. The Trustees shall supply the Inspector with all the information he may require in regard to the purchase of the books, including vouchers from the booksellers.

(3) The Inspector shall make application to the Department not later than the first day of November, on a form to be provided, which must be forwarded to the Department.

TIMES OF PAYMENT OF LEGISLATIVE GRANTS

22. (1) The general Legislative grant for Urban Public Schools is payable by the Department on or before the first day of August in each year, to the Treasurer of each city, town, and village for payment to the respective Boards of Public Schools upon the warrants of the Inspectors, and for Urban Separate Schools to the Treasurer of each Separate School Board concerned.

(2) The special Legislative Grant for Urban Public and Separate Schools is payable by the Department on or before the first day of August

in each year to the respective Public and Separate School Boards on the warrants of the Inspectors concerned.

(3) The general Legislative Grant for Rural Public and Separate Schools is payable by the Department to the School Boards concerned in two instalments, the first on or before the first day of August and the second on or before the first day of December in each year upon the warrants of the Inspectors concerned.

23. Before payment of the second instalment is made the Inspector will, *not later than the 15th day of November*, furnish the Department with a Supplementary Report (Form 141½A) confirming his June Report or recommending such alterations therein as the situation may then render necessary.

24. All schools which have been open for less than *four and one-half months* in the first term shall be reported by the Inspector not later than the 15th day of November on Forms 139 or 141½, and shall receive the full proportion of the Legislative Grant to which they are entitled, at the time the second instalment is paid, except in special cases where the Inspector is able to report that such schools intend to remain open so as to complete the prescribed time before the opening of the second term, in which case the grants will be included in the June returns and the cheques sent to the Inspector's care, to be held by him until the schools in question have completed the specified time.

NOTE.—Forms 139 for organized and 141½ for unorganized townships are to be used in reporting these schools. Form 141½A is to be used *only* for the purpose of correcting the recommendations made in the Inspector's June returns.

DIRECTIONS TO INSPECTORS

25. On receipt of this circular, the Public and Separate School Inspectors shall procure from the school boards and township clerks the data necessary to fill in the official returns on which the apportionment of the grant will be made by the Department and the forms for which will be sent to each Inspector. The Inspector shall see that they are properly made out and shall retain them for at least one year as the authority for his official report. As the Legislative Grants for the calendar year apportioned above are payable by the Minister on or before the 1st day of August it will be necessary for the Inspector to act as expeditiously as possible in procuring the information he may need, so that he may make his report to the Department *not later than June 22nd*.

All returns from School Boards shall be certified by the Secretary or Secretary-Treasurer; those from the Township Clerks shall be certified by these officials.

REPEAL OF REGULATIONS.

All former Regulations of the Department of Education that are inconsistent with the foregoing Regulations are hereby repealed.